

## **The Application Process**

**1. Who determines if a provider is aligned with a district?**

*You will need to demonstrate your alignment through the application process. The individuals who review your application will determine if the material you include in your application demonstrates alignment to the district using the rubrics included in your workshop materials.*

**2. Please explain what you meant when you said that we may not plagiarize.**

*Webster's Dictionary defines plagiarism as "...to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." When you are completing your application, if you use resources such as journal articles or web pages, you must cite information that you use from those sources. Helpful instructions related to APA style citation can be found on [Ohio State's website](#).*

**3. Who reviews the applications?**

*Typically, a group of educators who have had prior experience reviewing similar applications volunteer their time. The reviewers are extensively trained in the scoring rubrics to apply them fairly, objectively, and consistently. Two reviewers score each application. If they can not reach consensus, a third supervisory reviewer makes a decision. Reviewers who recognize the applicant are required to excuse themselves from scoring that particular application.*

**4. Are you allowed to contact parents directly?**

*Districts are not permitted to release the names of eligible students without parental permission. If the district obtains permission and decides to distribute that information to providers, you may contact parents directly. Additionally, you may speak with parents at other public venues such as community organizations or churches, and inform them of their potential eligibility for SES. You may not market on school property without permission of appropriate district personnel.*

**5. Why does it take so long to pay SES providers?**

*District coordinators must receive your invoices, verify hours, verify hourly rate, review progress reports, etc., and then send the invoice for payment. The invoice is reviewed by the business office and then a check is issued. If there are any problems during this process, the district will have to contact you and/or parents. In some instances, districts are completing this procedure with up to eighty vendors and for thousands of students. It takes time.*













